



Department of Commerce

Pre-Proposal Conference Stormwater Community-Based P₃

Tom Gilmore
RFQQ Coordinator

June 2018

Welcome: Commerce Mission Statement

“We strengthen communities”

The Department of Commerce touches every aspect of community and economic development. We work with local governments, businesses and civic leaders to strengthen communities so all residents may thrive and prosper.



Planning



Infrastructure



Community
Facilities



Housing



Safety /
Crime Victims



Business
Assistance



Department of Commerce

Agenda



- Introductions
- Brief Overview of the RFQQ Purpose
- Deadlines & Timelines
- RFQQ – Basics
- Proposal Package
- Scoring



Brief Overview of the RFQQ Purpose

- Responsive to **ESSB 6095**, Section 1010 (c 2 s) 1023, requiring that Dept. of Commerce, in collaboration with the Department Ecology, contract for the work defined in this RFQQ, to provide a feasibility study for Stormwater Community-based Public Private Partnership (CBP3).
- Intent to identify any legal barriers to establishing Stormwater CBP3, potential revenue sources, and suitable project areas



Timelines

Question & answer period

June 13-15, 2018

Issue **addendum** to RFQQ (if applicable)

June 15, 2018

Proposals due

June 22, 2018 - 5PM

Conduct **oral interviews** with finalists, if required

July 6, 2018

**Announce “Apparent Successful Contractor” and
send notification** via e-mail to unsuccessful proposers

July 6, 2018

Hold debriefing conferences (if requested)

July 9-11, 2018

Negotiate contract

May 23-June 1, 2018

Begin contract work

July 19, 2018

End of contract

November 30, 2018



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RFQQ Basics

- **Maximum Budget:** \$80,000
- **Proposals due:** June 22, 2018, 5 PM
- **Submit proposals via email** to: Tom.Gilmore@commerce.wa.gov
- Intent to complete contract negotiations and **initiate work**
by: July 19, 2018
- **Project complete** by: November 30, 2018



RFQQ Basics

- **Examine the feasibility** of establishing community-based public private partnership stormwater pilot program using the United States environmental protection agency guidelines for local governments.
- **Formulate potential goals and geographical areas** and identify ongoing revenue structures,
- Utilizing the Washington State Department of Ecology and US Environmental Protection Agency guidelines formulate requirements and mechanisms **to support future stormwater public private partnerships**
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- Identify and provide potential solutions to **risks associated with stormwater community based public private partnerships**



Proposal Package – Exhibit A

- Signed Certifications and Assurances



Proposal Package – Letter of Submittal (Mandatory)

4. **Federal Employer Tax Identification number** or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Consultant does not have a UBI number, the Consultant must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
5. **Location of the facility** from which the Consultant would operate.
6. **Identify any state employees or former state employees** employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Consultant's organization. If following a review of this information, it is determined by COMMERCE that a conflict of interest exists, the Consultant may be disqualified from further consideration for the award of a contract.



Proposal Package – Letter of Submittal (Mandatory)

1. Name, address, **principal place of business**, telephone number, and e-mail address of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of each **principal officer** (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.)
3. **Legal status** of the Consultant (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.



Proposal Package - Qualifications



EXPERIENCE (SCORED)

- Describe services provided by the Consultant that indicate the firm's ability to provide the services described in this RFQQ.
- Describe the firm's recent experience with conducting feasibility reviews of environmental impact projects.



Proposal Package - Qualifications

STAFFING (SCORED)

- Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors.
- Provide the name and a resume' of the person who will be the lead contact for the project. Provide names and resumes' for other staff, which includes information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information.
- List any sub-consultants you may want to include to complete your roster of services. Describe what services each would provide. Provide the information in Section 3.2.1 about each.



Proposal Package - Qualifications

SCHEDULE (SCORED)

Deliverables	Dates
7/30/2018	Kick off stakeholder meeting
8/20/2018	Annotated outline of report/research results/Initial review of CB P3 legal requirements
8/28/2018	Interim stakeholder meeting
10/31/2018	First draft of feasibility study
11/13/2018	Stakeholder workgroup draft review and acceptance
11/30/2018	Final feasibility report to Commerce



Proposal Package - Qualifications

- The qualifications section of the proposal must contain information that will demonstrate to the evaluation committee the Consultant's understanding of the types of services proposed, the firm's ability to accomplish them, and the ability to meet tight timeframes.
- The qualifications response is to be submitted in three sections as follows:
 - 1) Business Information,
 - 2) Experience and Staffing, and
 - 3) Schedule. The optional fourth section would include proof of certification for minority and women-owned businesses participating on the project.



Proposal Package - Quotation

- The Quotations section must list all **hourly rates for services** anticipated under the proposed contract. The hourly rates are to represent fully weighted costs. This includes the **hourly rates of staff** that would be assigned to the project, administrative costs, local travel costs, or any other applicable fees that would be charged under this contract.
- **Costs for subcontractors** are to be broken out separately. Please note if any subcontractors are certified by the Washington State Office of Minority and Women's Business Enterprises.
- Diverse Business Inclusion Plan (Exhibit B to this RFQQ)



Proposal Package – Related Information (Mandatory)

1. If the **Consultant or any subcontractor contracted with the state of Washington during the past 24 months**, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract.
2. If the **Consultant's staff or subcontractor's staff was an employee of the state of Washington during the past 24 months**, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.
3. If the **Consultant has had a contract terminated for default in the last five years**, describe such incident. Termination for default is defined as notice to stop performance due to the Consultant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.



Proposal Package – References (Mandatory)

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of **three (3) business references for the Consultant**; and **three (3) business references for the lead staff person** for whom work has been accomplished and briefly describe the type of service provided. Do not include current COMMERCE staff as references.

Provide a minimum of **two sample documents** demonstrating the above qualifications.

NOTE: By submitting a proposal in response to this Work Request, the vendor and team members grant permission to COMMERCE to contact these references and others, who from COMMERCE'S perspective, may have pertinent information. COMMERCE may or may not, at COMMERCE'S discretion, contact references. COMMERCE may evaluate references at COMMERCE'S discretion.



Proposal Package – OMWBE Certification (Optional & Not Scored)



Include **proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises (OMWBE)** if certified minority-owned firm and/or women-owned firm(s) will be participating on this project.

- Exhibit B for this RFQQ
- For information: <http://www.omwbe.wa.gov>.



Proposal Package – Cost Proposal (Scored)

COMPUTATION

The score for the cost proposal will be **computed by dividing the lowest cost bid received by the Consultant's total cost**. Then the resultant number will be **multiplied by the maximum possible points** for the cost section.



Scoring

Qualifications Section– 60%60 points

Firm Experience.....35 points (maximum)

Staff Qualifications/Experience15 points (maximum)

Project Schedule10 points (maximum)

Quotation Section– 40% 40 points

Grand Total100 Points



Questions



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Resources

- [Commerce Current Opportunities Page](#)
- [Washington Electronic Business Solutions](#)



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Presented by:

Tom Gilmore

RFQQ Coordinator

(360) 725.5038

tom.gilmore@commerce.wa.gov

www.commerce.wa.gov

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